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GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

MICHAEL R. DEVOS
EXECUTIVE DIRECTOR

October 17, 2006

TO: Owners & Management Agents of Tax Credit Properties
Management Agents of Section 8 and Section 236 Project-Based Properties
Management Agents of Multifamily Assisted Properties

FROM: Sherri Davio, Compliance Manager
Compliance Monitoring - Office of Legal Affairs

SUBJECT: Management Agent Update Forms – Due to MSHDA October 24, 2006
Development Information Forms – Due to MSHDA October 30, 2006

Over the past year there have been a substantial number of management agent changes at MSHDA financed and assisted developments. If Compliance is not notified of these changes, it becomes increasingly difficult for Compliance Monitoring contractors to perform file audits and physical inspections on a timely basis and for Compliance staff to meet the federal reporting requirements.

To ensure that Compliance has updated contact information and accurate development information, please complete the attached forms no later than the due dates designated below.

Form Name	Instructions for Completion	Due Date
2006 Management Agent Update Form	One form per Management Company	No later than 10/24/06
2006 Development Information Form	One form for each Development Managed	No later than 10/30/2006

Completed forms may be sent to Deb Williams via email at williamsdebj@michigan.gov or by fax to 517-241-8471. If you have any questions, need additional information, or believe you will be unable to complete the forms by the designated due date, please notify Deb Williams by email. In addition, to keep our information current, please remember to email Deb Williams whenever new developments are added or removed from your management portfolio.

Thank you in advance for taking the time to provide MSHDA with this information. If you have a compliance issue or concern and would like a staff member to contact you, please let us know by completing the last section of the Management Agent Update form.

